

Children's Services RFP #16-SFY-02

Q & A Document

Q1: **We are a new 501(c)(3) and we have never had an audit. We will do that this year. We also will be turning in our first 990 this year. Will that get in the way of our contract submission?**

A1: No. In the cover letter, explain why this document is not being submitted.

Q2: **What does “Deadline for request to be added to notification list” mean?**

A2: The “Deadline for Request to be added to the notification list” included in 2.1 Anticipated Procurement Timetable on page 14 refers to the deadline to be added to our vendor list for notifications of RFP releases. All vendors who were included on this list were notified on March 13, 2015 that the RFP was released.

Q3: **Is there a minimum anticipated contract size; e.g., will contracts under \$100,000 be awarded under this RFP?**

A3: There is no minimum amount for anticipated contracts. Contracts could potentially be awarded for an amount less than \$100,000.

Q4: **Will the contracts awarded be 2-year or 3-year contracts?**

A4: The contracts will be awarded for an initial 2-year period with a 1-year possible extension

Q5: **In Section 1.9 Expected Outcomes, should outcomes be given for a three-year period?**

A5: You can provide outcomes for whatever time increments make the most sense for the program you are proposing. These outcomes can be for one year or for the entire contract period.

Q6: **Will organizations that submit proposals be notified when their proposals are received?**

A6: No

Q7: For the conflict of interest statement that must be included in the cover letter (1.10 Section A), is there a specified language that should be used?

A7: Organizations can develop their own language, or they can use the Conflict of Interest provision included in the sample contract on page 51 of the RFP.

Q8: Where can an organization find a copy of the County's PRC plan?

A8: The PRC plan is available on the Department's website:
<http://www.clarkdjfs.org/benefitsplus/prevention-retention-and-contingency-prc/>

Q9: On Submittal A3 of the Budget Template, what does the “Total Service Budget” amount refer to?

A9: This amount will reflect the total budget for your proposed program.

Q10: On Submittal A3 of the Budget Template, will the “Total Organization Budget” be calculated automatically?

A10: No.

Q11: If the “Rent” amount that is included in Submittal A2 is paid by another entity (and not an expense for the program) should it be included in the Budget Template?

A11: No, it should be included in the budget narrative.

Q12: For the fringe benefits on Submittal A1, the same health insurance is offered to all employees. However, not all employees use the full amount. How should this expense be calculated?

A12: To calculate, an organization should assume that every employee will take the maximum amount available.

Q13: Are subcontractors required to have the same insurance coverage as the prime contractor?

A13: Yes. Subcontractors have the same insurance requirements. If a person is a temporary employee of the prime contractor and is covered under the prime contractor's insurance, then that is acceptable.

Q14: When is the abuse and molestation insurance required?

A14: Abuse and molestation insurance is required for any contract where a minor child will be present without parent supervision. If the parent is present, but is in another room out of eyesight of the child for any amount of time, then this insurance is required.

Q15: Can the cost of the required insurance be included as an expense on Submittal A2?

A15: Yes, as an administrative cost.

Q16: If an organization decides to submit a proposal early, will it run the risk of missing any updates that are posted to the website before the due date?

A16: No. All updates should be finalized when the final Q&A Document is posted on March 31, 2015.

Q17: When are background checks for employees required? Are college students subject to this requirement?

A17: Every employee or volunteer that provides direct services under a contract or subgrant will be required to pass a FBI and BCI background check at the Organization's expense (see page 54, #14). These expenses can be included on Submittal A2 as an administrative cost.

Q18: Can an organization potentially be awarded an amount higher than the amount they request in their proposal?

A18: It is possible that an award can be higher than expected if there are unused funds available.

Q19: Will an organization be notified if its proposal is not selected?

A19: Yes. The letter of intent will be sent to every organization that submitted a proposal and it will clearly list which proposals were selected.

Q20: Which of the required forms need to be notarized?

A20: Attachments B and C on pages 28 and 29.

Q21: Is a subcontractor required to submit the Attachment forms?

A21: No. These forms should only be completed by the prime contractor.

Q22: Should Attachment E (Clark County Records Retention Schedule) be submitted as part of a proposal?

A22: No. Attachment E is included for your records since you are required to confirm in the cover letter (Section 1.10(A)) that you will develop, maintain, and update a case file for each direct-service participant.

Q23: If an agency currently has several separate contracts with CCDJFS for specific services and programs they provide, does this RFP replace those current contracts?

A23: This depends on each individual program. This RFP does not include contracts for Medicaid Case Management or Child Advocacy Center- Case Manager.

Q24: Will each separate program/service require an RFP or can they be contracted for collectively?

A24: If a vendor runs multiple programs a separate RFP response is required for each program.

Q25: What is the allowable and expected range of pricing/request/ask for this contract (see page 20-22 re: 2.10 to 2.11)?

A25: The organization should request a total amount of funding from CCDJFS in the budget narrative (see amended 1.10(F)(2)). The amount requested can be any amount up to the total amount of \$2,064,390.00. Section 2.10 lists the different types of funding that are available. CCDJFS will determine which type(s) of funding will be used at the time a

contract/subgrant agreement will be awarded. Section 2.11 requires that an organization define their preferred payment method (direct or unit cost).

Q26: How many awards does CCDJFS anticipate from the \$2,064,390 available?

A26: There is no pre-defined number of awards

Q27: Define SUPPORT SERVICE more clearly than “...the personnel and non-personnel costs indirectly related to providing the proposed service such as clerical staff or the file clerk who maintains client records...” on page 2 of the “Submittal A Instructions: Budget overview and worksheets.” Please give examples and differentiate from INDIRECT costs.

A27: Expenses should be allocated to the SUPPORT SERVICE columns on Submittals A1 and A2 when the expenses are related to the direct services that are provided. A file clerk is used as an example because filing client records is a duty that supports the direct services provided. “Indirect costs” is not an option for allocation, therefore indirect costs should be listed under the category of Support.

Direct costs are those for activities or services that benefit specific projects, e.g., salaries for project staff and materials required for a particular project. Because these activities are easily traced to projects, their costs are usually charged to projects on an item-by-item basis.

Indirect costs are those for activities or services that benefit more than one project. Their precise benefits to a specific project are often difficult or impossible to trace. For example, it may be difficult to determine precisely how the activities of the director of an organization benefit a specific project.

Q28: Clarify all Attachments (pages 25-45), beyond what is written in the RFP. For Attachment C, the Personal Property Tax Statement, who completes this and for what property?

A28: Attachments A, B, and C must be completed by the organization submitting the proposal. Attachment D must be submitted if the organization submitting the proposal is a sole-proprietor who has less than 5 full-time employees. Attachment C should be completed by the representative authorized to make contractual obligations and should reference any property owned by the organization?

Q29: Define any UNALLOWABLE costs (pages 22-23 under Section 3.2) beyond “costs incurred in the preparation of the proposal” (e.g., are computer purchases allowable?).

A29: Any cost associated with the preparation of the proposal. If a vendor were to buy a computer specifically to draft their proposal in response of the RFP, the vendor would not be reimbursed for the cost of the computer. A list of unallowable costs for TANF and Title XX can be found at <https://www.cdfa.gov/programs>.

Q30: Do in-kind costs need to be noted anywhere in the budget or application?

A30: In-kind contributions should be included in the budget narrative (see 1.10(F)(3)).